

August 12, 2014



**Tullahoma Municipal Airport Authority**

807 William Northern Boulevard  
P.O. Box 1581  
Tullahoma, TN 37388

**Meeting Attendance  
August 12, 2014**

**Members Present**

<input checked="" type="checkbox"/>	Sharon Tinkler, Chairperson
<input checked="" type="checkbox"/>	John Miller
<input type="checkbox"/>	Dennis Hyde
<input checked="" type="checkbox"/>	Jim Apple
<input type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

**Other Persons Present**

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderson Sandy Lindeman
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News

**Regular Meeting Minutes**

**Visitors:** Dick Tonan and Wade McNabb (New Business).

**Note:** Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:00 pm.** A moment of silence was held for Al East. A celebration of his life will be held at the terminal building on 8/16/14 at 6:30 pm.
- 2. Minutes for the July 8, 2014 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer's report** – Karla Smith was not present for the meeting. Board members reviewed the financial statements from City Hall.

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**5. Jon Glass presented the Airport Manager report:**

***CURRENT PROJECTS***

**Terminal Building** –

**Parish/City/ Agreement** – The \$306,451.75 95/5 funded 9/27 rehabilitation project request has been submitted to the Aeronautics Division and was not approved. The first phase of the multi phase rehabilitation project request at \$100,000 with 95/5 funding has been submitted to the Aeronautics Division and was not approved. A one phase \$98,000 project request for drainage repairs was submitted to the Aeronautics Division on 1/31/14. This project request was approved on 2/24/14. A \$150,000 request has been submitted to the City to extend the runway to 3,100 feet without TAD funding. The executed grant for the \$98,000 drainage project was received on 6/4/14.

**RTTF Access** – Requested pen and ink changes to the ALP along with information and documentation regarding TTF access at the Airport were submitted to TAD prior to the May 28 deadline. Additional information requested by Brian Caldwell was mailed on 8/6/14.

**Maintenance Contract** – A \$7,500 FY 13/14 final reimbursement will be submitted to TAD the week of July 7. A \$7,396.54 reimbursement was received on 7/23/14.

**FAA 20/1 Approach Clearing** – FAA is completing a 20/1 approach survey at every Airport in the Country. We received our report on May 27 and have 30 days to verify the obstructions. Eight trees at the approach end of 18 and 6 were noted and have been removed. Four light poles in the TE Connectivity automobile parking lot were also noted. TE Connectivity has given us permission to install the lights and TAD has approved a \$5,000 95/5 funded project request to purchase the obstruction lights. The executed grant has been received and the obstruction lights have been ordered. FAA has been notified on the progress to date.

**Tree Clearing Project** – A 95/5 funded \$15,000 tree clearing project request was submitted to TAD on 4/12/13. The executed grant was received on 8/22/13. The annual inspection was received on 2/20/14. Section 1 violations include 6 to 8 foot trees on the east and west side of runway 9/27. The trees have been removed and documentation sent to TAD for the Airport non-conditional license.

**XP Services Ramp Expansion Project** – PDC issued the Notice of Substantial Completion for the project on 11/30/12. Curl Construction used 40 of the 45 days allowed to complete the project. Payments 1 of 2 and 2 of 2 have been made to Curl Construction. Retainage of

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\$10,000 is being held until the project is complete. Steve Upshaw and Ron Fitzgerald completed the final inspection on 10/7/13. The CO for the hangar was obtained the first week in January 2014. The retainage payment has been made to Curl Construction. The project was completed \$28,035.94 under budget and a refund on the local share will be issued. The final payment of \$7,144 has been submitted to Blackcat for Curl Construction. This final payment has been received and paid to Curl Construction.

**Northern Field Aviation Maintenance Hangar Project** – TAC approved the \$500,000 grant request on 5/16/13. The executed grant was received on 8/22/13. PDC will retain Richard Rinks for design work on the hangar.

**NW Ramp Expansion Project** – The 95/5 funded \$441,048 ramp expansion project was approved at the February 20, 2014 TAC meeting. The \$22,052.40 local share amount was approved by the UDAG loan committee and will be on the agenda for the March 10, 2014 BOMA meeting. TN Skydiving would like to build a hangar on this ramp also in late 2014. The grant and local share have been returned to TAD for processing. The executed grant was received on 6/4/14.

**NW Area Environmental Review** – St. John Engineering is working on a scaled down Environmental review of the NW area that is being funded by the City. The area being reviewed is less than 100 acres. It is near completion and the final plat has been submitted to the Planning Commission.

**NW Airfield Utility Project** – Water, sewer and gas line installation is complete. TUB has completed electrical work for the area. Survey work for the road layout is complete. Construction of the road is scheduled for early 2015.

TAD has not approved the fee review for each project. David Moss has turned in his resignation. Steve Upshaw will be assigned as our temporary project manager. Tom Burgess will help move the fee review process along to help get these projects bid out.

**Airfield Signage** – This project request was approved at the July 18, 2013 TAC meeting. The signed grant and local share amount were returned to TDOT on 9/14/13 for processing. TAD received the local share amount but not the signed grant. It will be sent again on 1/27/14. The executed grant was received on 3/18/14.

**Runway 6/24 Approach Lighting** – Environmental work for the project is completed and approved.

**South Taxiway Light Repair** –

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**NW Taxiway Concrete Repair and Lighting** – Bids were opened on 9/5/13. We received one bid that exceeded the grant amount available.

**Ramp Concrete Repair** –

**South Ramp Drainage Repair** –

**Cargo Aircraft** – No new cargo aircraft operations since the last Board meeting.

### ***FUEL SALES***

Fuel sales for the month of July 2014 were 22,301.54 gallons. This is a 12,686.89 gallon increase in the 9,614.65 gallons sold in July of 2013. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/13 to 7/31/13 = 67,018.35 gallons

Fuel Sales 1/1/14 to 7/31/14 = 100,231.63 gallons

<b>July 2014</b>	<b>AVGAS</b>	<b>AVGAS SS</b>	<b>Total</b>
<b>Gallons</b>	3,368.7	2,341.64	<b>5,710.34</b>
<b>Flow Fee</b>	\$336.87	\$234.16	<b>\$571.03</b>
<b>Pump Fee</b>	\$1,684.35	\$585.41	<b>\$2,269.76</b>

<b>July 2014</b>	<b>Jet Full Price</b>	<b>Jet Discount</b>	<b>Total</b>
<b>Gallons</b>	2,274	14,317.2	<b>16,591.2</b>
<b>Flow Fee</b>	\$227.40	\$1,431.72	<b>\$1,659.12</b>
<b>Truck Fee</b>	\$227.40	\$1,431.72	<b>\$1,659.12</b>
<b>Pump Fee</b>	\$2,274.00	\$10,177.94	<b>\$12,451.94</b>

Total AVGAS & Jet Gallons = 22,301.54

Total Flow Fee = \$2,230.15

Total Jet Truck Fee = \$1,659.12

Total Pump Fee = \$14,721.70

Total Part-Time Employment Cost = \$3,171.00

**Jet Truck Fee Minus Rental = +\$1,059.12**

**Pump Fee Minus Employment Cost = +\$11,550.70**

### ***FUEL PRICES***

<b>8/4/14</b>	Tallahom a	Shelbyvill e	Wincheste r	McMinnvill e	Fayettevill e	Murfreesbor o
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AVGAS SS	\$5.19		\$4.81			\$5.52
AVGAS FS	\$5.44	\$5.15	\$4.81	\$4.95	\$5.50	\$5.72
Jet	\$4.99	\$4.49	\$4.78	\$4.55	\$4.50	\$5.04

Average AVGAS price - \$5.70    Average Jet price - \$5.28

### ***AIRPORT FUEL SALES***

<b><i>DATE</i></b>	<b><i>FUEL SOLD (gallons)</i></b>
<b><i>July 2013</i></b>	9,614.65
<b><i>July 2012</i></b>	11,882.3
<b><i>July 2011</i></b>	12,797
<b><i>July 2010</i></b>	7,142.4
<b><i>July 2009</i></b>	9,004.7
<b><i>July 2008</i></b>	7,033.5

### ***July 2014 OPERATIONS***

Single Engine Based	212
Multi Engine Based	60
Jet or Tuboprop Based	368
Single Engine Transient	126
Multi Engine Transient	46
Jet or Turboprop Transient	184
Military	46
Total	1,042

### ***MAINTENANCE/NAVAID PROBLEMS***

**NDB** – NDB has been repaired and has been reliable for the past 2 weeks.

**VOR** – OTS in July 2014. The Airport Board in Indiana has not declared the parts we need as surplus property as of this date. We anticipate they will request \$1,000 for the equipment rack and it will cost an estimated \$500 to \$750 for Elger Holland to pick up the equipment. They could ship us the parts cheaper but there is no guarantee the parts are working properly by this method.

Board members discussed the status of the VOR. An e-mail will be sent to local pilots asking for input and comments on decommissioning the VOR until the September 9<sup>th</sup> Board

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meeting. **A motion was made and approved** to decommission the VOR on 9/9/14 if no spare parts are available and after considering input from local pilots. If the Board approves decommission of the VOR plans will also be made to declare the VOR as surplus property so that it can be sold for spare parts.

**AWOS** – No problems or outages for July 2014.

**Veeder Root Fuel System** – No problems or outages for July 2014.

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for July 2014.

**REILS AND PAPI** – FAA did a flight check on runway 18/36 PAPI's. The 18 PAPI's were taken out of service due to trees. A NOTAM has been filed. FAA was notified to schedule a flight check on 3/27/13. FAA was notified again on 10/30/13 to schedule a flight check. PAPI's have been turned back on.

### ***HANGAR RENT/INSURANCE***

**OVERDUE RENT** –

**EXPIRED INSURANCE CERTIFICATE** –

**OTHER** –

### ***AIRPORT MARKETING/PRESENTATIONS*** –

***SUGGESTION BOX*** – No suggestions as of 8/6/14.

## **6. Old Business:**

## **7. New Business:**

- A. R/C Event** – Dick Tonan briefed Board members on the R/C event to be held September 12, 13 and 14 on the closed taxiway on the south end of the Airfield. The Beechcraft Heritage Museum is a sponsor of the event. Flying of the remote control aircraft will be conducted further to the west on this taxiway for safety reasons and avoiding airport traffic. Insurance certificates for the event were submitted to Jon Glass. Mr. Tonan thanked the Board for providing the airport facilities for this event.
- B. Air Race** – Chairperson Tinkler reported that the Air Race will be held on September 26 and 27 at the Airport. Pilots will use the same course as they did 2 years ago. About 18 aircraft are expected for the event. A committee has been formed to handle details for the event.
- C. AOPA RFP** – Chairperson Tinkler reported that AOPA put out a RFP for regional Fly-ins for 2015. Wade McNabb went over some of the requirements for the event and

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reported that the Museum would make its facilities available for the event. The application for the event is due on September 19. **A motion was made and approved** to respond the RFP and request assistance from the City of Tullahoma.

**8.** Alderperson Lindeman suggested that the Airport Authority prepare an appropriation request for the Coffee County Commission after Mayor Cordell takes office on September 1.

**9. Meeting was adjourned at 6:03 pm.**

Submitted on 8/18/2014

<Original Signed>

Jon Glass  
TAA, Airport Manager

**Minutes approved during the \_\_\_\_\_ meeting**